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10 October 1950

MEMORANDUM FOR: THE DIRECTOR

SUBJECT: Regular Monthly Meetings of the
Intelligence Advisory Committee

1. It has been customary to hold regular monthly meetings of the Intelligence Advisory Committee in your conference room on the ground floor of the Administration Building at 2:30 P. M. on the third Friday of each month.
2. If there are specific items for the agenda, letters, memoranda or pertinent papers are circulated to all members several days in advance from the Director of Central Intelligence (the "Chairman") or from the members of the Intelligence Advisory Committee direct to the other members and the Director.
3. Sometimes they are open meetings for general discussion with nothing scheduled "on the agenda."
4. And sometimes when the Director or a member has nothing specific for discussion in this group, the meeting is postponed or canceled.
5. Normally the next meeting would be scheduled for Friday the 20th (after my departure from the Agency) so I should appreciate knowing whether you want me to do anything about it.

25X1A

██████████ Chief
Coordination, Operations
and Policy Staff

*Standing Committee notified Oct. 13th that the DCI
wishes to discuss IAC policies & procedures at the
regular meeting on the 20th — same time, same place. PZ*